



"People
helping people
help
themselves"

Mitchell E. Daniels, Jr., Governor
State of Indiana

DIVISION OF DISABILITY & REHABILITATIVE SERVICES
402 W. Washington Street, P.O. Box 7083
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February 19, 2009

OASIS Allocation & Transition Summary for [Consumer Name Here]

During the coming year, individuals who receive services on the Developmental Disabilities (DD) or Autism (AU) waiver from the Bureau of Developmental Disabilities Services (BDDS) will move into the Objective Assessment System for Individual Supports (OASIS) system. To make this shift happen as smoothly as possible, and at the same time help the state best manage our resources, we will bring everyone into OASIS by a *transition process*.

Your Allocation and Transition Process

Your allocation and the steps you will take for your transition into OASIS are included below. This transition process is in place to support you as you work with your team to plan your services.

Step 1: Your Interim Transition Plan for Year 1

During your first **9** months you will have \$XX,XXX.XX* available to plan for your services.

Step 2: Your OASIS Transition Plan for Year 1

During your second **3** months you will have \$XX,XXX.XX* available to plan for your services.

Step 3: Your OASIS Plan for Year 2

During the **12** months immediately following your transition year, you will have \$XX,XXX.XX* available to plan for your services.

*****This page is a summary only*****

*Please read the attached pages for important details about the transition process and how it applies to you.

Consumer Guide to OASIS:

A Resource for Planning your Transition

The purpose of this guide is to help individuals that use the Developmental Disabilities (DD) or Autism (AU) waiver services to prepare their services. This guide is for consumers who have a Plan of Care/Cost Comparison Budget (POC/CCB) that ends on or after March 31, 2009. Please note in this document we refer to "you" as the person who is receiving waiver services. "You" can also refer to a guardian or caregiver for a person who is receiving waiver services.

February 19, 2009 OASIS Allocation for: <u>Consumer Name</u> Allocation Amount: <u>\$XX.XXX.XX*</u>
IPMG Case Manager: Case Manager Name E-mail Address: Staff.Name@ipmg.com IPMG Toll Free Phone: 1-866-672-4764, extension 261

Your person centered plan will be based on what is most important to you. You and your support team will work together to make many decisions about your needs and services. As the consumer you should choose both the services that you need and the agencies that will provide services to you. Your person centered plan will include all of the other things that affect your life, such as your abilities, your natural supports (the views of those who know and care about you), and the opportunities that may be possible using the funds that are available to you.

Planning ahead will help your team develop a plan that is focused on the outcomes you desire and what can be accomplished with your available funds. The amount of funding available to you through your waiver is called your "OASIS allocation".

Your OASIS allocation is listed below. Please review this entire guide to be sure you understand the steps you will take as you transition from a POC/CCB annual plan to an OASIS plan.

***Your OASIS Allocation**

Your allocation is based upon an assessment of your needs as well as the availability of funds from the State of Indiana. Your allocation total may change from the amount shown in this letter if you have a change in your level of need or if the funding available from the state changes. If you have questions or concerns about your OASIS allocation or your assessment, please contact your IPMG case manager.

Your Allocation and Transition Process

To make this happen as smoothly as possible, and at the same time help the state best manage our resources, we will bring everyone into OASIS by a *transition process*. The transition process is in place to support you as you work with your team to plan your services. Your allocation and the steps you will take for your transition into OASIS are included below:

Step1: Your Interim Transition Plan for Year 1

During the first **9** months of your waiver plan year, you will have **\$XX,XXX.XX*** available to plan for the services you and your team has determined you need. This dollar amount is **75%** of the annual total of your current approved POC/CCB. The service plan submitted for this time period is your *Interim Transition Plan*.

If your team has not submitted a POC/CCB for approval to the BDDS Waiver Unit by the 19th of the month in which your plan expires, your *Interim Transition Plan* will be created automatically using the information from your current POC/CCB.

The auto-created plan will not exceed the *Interim Transition Plan* amount listed above. The resulting services will be your approved plan until an update is completed by your IPMG case manager.

Step 2: Your OASIS Transition Plan for Year 1

During the second **3** months of your waiver plan year, you will have **\$XX,XXX.XX*** available to plan for the services you and your team determine that you will need. This dollar amount is **25%** of your total OASIS allocation. The service plan submitted for this time period is your *OASIS Transition Plan*.

If your team has not submitted a POC/CCB for approval to the BDDS Waiver Unit by the 19th of the month in which your plan expires, your *OASIS Transition Plan* will be created automatically using a mix of services commonly used by individuals within the same identified service level as you and have similar service needs and resources available. To see a list of the services your auto-created plan would include, please contact your IPMG case manager.

The auto-created plan will not exceed the *OASIS Transition Plan* amount listed above. The resulting services will be your approved plan until an update is completed by your IPMG case manager.

The amounts of your Interim Transition Plan and your OASIS Transition Plan are NOT to be added together to create a total dollar amount for planning. You, your case manager and your team should meet to develop two separate service plans, one for each time period listed above.

Step 3: Your OASIS Plan for Year 2

The **12** months immediately following your transition year, and each year after, you will have **100%*** of your OASIS allocation. About 90 days prior to your annual renewal date, you will get an updated allocation amount to plan for your next year of services.

If your team has not submitted a POC/CCB for approval to the BDDS Waiver Unit by the 19th of the month in which your plan expires, your *OASIS Transition Plan* will be created automatically using a mix of services commonly used by individuals within the same identified service level as you and have similar service needs and resources available. To see a list of the services your auto-created plan would include, please contact your IPMG case manager.

The auto-created plan will not exceed the *OASIS Plan* amount listed above. The resulting services will be your approved plan until an update is completed by your IPMG case manager.

The auto-created plans are in place to make sure you do not lose services in the absence of an approved POC/CCB based on your team's input. An auto-created plan *can* be updated to reflect your individual need and team's decisions.

Interactive Budget Tool

Under OASIS, support plans are to be based on consumer choice and self-advocacy. In order to support you in making informed decisions, we have developed an Interactive Budget Tool (IBT). The IBT can assist you in planning the services that you believe will help you achieve your desired outcomes.

The IBT is a web-based software program that consumers receiving waiver services can use to create, store, and print their budgets. After creating a budget with the tool, you have the choice to E-mail or print a copy to share your identified service suggestions with your provider or members of your support team.

The IBT is available online at: <https://ddrsprovider.fssa.in.gov/BDDS/>

OASIS Review and Appeals

The process to transition you into OASIS has been designed to support you every step of the way. If you and your team are not able to complete and submit your plan, you and your case manager will meet to discuss your options for moving forward. This may include submitting a request for OASIS Review or appeal.

What is OASIS Review?

The Division of Disability and Rehabilitative Services (DDRS) and BDDS developed 'OASIS Review' to support consumers during their transition to OASIS. The OASIS Review process is a way to help resolve differences of opinion within your team regarding the use of your allocation.

What is the OASIS Review Process?

The OASIS Review process is in place to support you and your team when you are not able to come to an agreement regarding the use of your allocation. You can make a request for OASIS Review by contacting your case manager. Your case manager is responsible for submitting your request for OASIS Review to DDRS/BDDS.

What is an Appeal?

The appeal process is a way to help resolve differences of opinion within your team regarding your Notice of Action (NOA). Your OASIS allocation is not appealable. You should contact your case manager if you have questions about your allocation or concerns about your approved waiver services. If you have tried other options, such as OASIS Review, your case manager should remind you about the appeal process that is available for you to use.

Whether your plan of care was created by you and your team, or auto-created, you will have thirty (30) days from the receipt of your NOA to request an appeal with the Indiana Family and Social Services Administration (FSSA) Hearing and Appeals office. You do not have to wait for the results of the OASIS Review before filing an appeal since you may use both OASIS Review and the appeal process at the same time. The formal appeal process is included with your NOA.

During the OASIS Review/Appeal process, will my services continue?

Yes. If you choose to request OASIS Review or appeal, your services should continue as approved on your most current NOA until a decision is made.

How do I request an Appeal?

The instructions for how to request an appeal are included in your NOA. The official document is called: *NOTICE OF RIGHT TO APPEAL*. You may contact your case manager or local BDDS office at any time to request a copy.

Who do I contact if I have more questions?

If you have questions or concerns about your OASIS allocation, completed assessment, OASIS Review, or the appeal process please contact your IPMG case manager.

IPMG Case Manager: CM name here

E-mail: CM E-mail address here

Website: www.gotoipmg.com

If you have questions about the OASIS process, please contact the OASIS-ICAP Help Line:

Phone: (317) 234-5222 or 1-888-527-0008

E-mail: OASIS-ICAPHelp@fssa.IN.gov

Website: www.ddrs.IN.gov